Sample Checklist for Accounting End Of Month Procedures

	A	M	J	J	A	S	O	N	D	J	F	M
Process banking												
Post cash book transactions												
Check and approve all Receivable Invoices before month end. Make sure the End of Day is run for the last day of the month.												
Create Receivable Statements												
Close Receivable Month (1st)												
Fixed Loan post instalments												
Fixed Loan EOM												
Lease Post Instalments												
Lease EOM												
Dealer EOM												
Check all Payable Invoices for last month are in the computer												
Reconcile the supplier statement with our records.												
Review and check Delivery notes not invoiced												
Review and chase up Credit note requests												
Close Payable Month (16th)												
Select the payable option "Exchange Rate Variation" for the month just closed. (This is only required it you are running multi currency payables)												
Check and review branch stock transfers												
Post All Stock Transfers for the month												
Close Stock Month (17th)												
Check the Fixed Assets / purchased or sold account is zero. (This is the fixed asset clearing account)												
Close the Fixed Asset Month.												
Manage / Pay Accounts suppliers (20th, 25th, 30th). Create the cash book payment details…												
Manage, calculate and pay GST		X		X		X		X		X		X
Print Year End Reports	X	X	X	X	X	X	X	X	X	X	X	
Close General Ledger Month												
Select the Cash Book option "Post Exchange Rate Variation" if you have multi currency bank accounts												
Reconcile GL totals to all sub systems. Receivable balances												
Reconcile GL totals to all sub systems. Payable Trial balance												
Reconcile GL totals to all sub systems. Stock												
Reconcile GL totals to all sub systems. Cash Book Bank account												
Reconcile GL totals to all sub systems. GST totals												

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